



**TOWN OF WINCHESTER, NH
2010**

JOB TITLE: TOWN ADMINISTRATOR

DEPARTMENT: EXECUTIVE

STATUS: FULL-TIME, EXEMPT

JOB SUMMARY

Acts as the chief administrative officer for the Board of Selectmen. This position is responsible for the management and coordination of the administrative activities for the Board of Selectmen and other departments under the control of the Board of Selectmen.

SUPERVISION RECEIVED

Reports to the Board of Selectmen. Exercises a considerable degree of independent judgment. Performance is evaluated through an annual review conducted by the Board of Selectmen, as well as periodic conferences, reports and communications.

MAJOR DUTIES

1. Carries out the orders and policies of the Board of Selectmen in accordance with all laws and Town rules, regulations, ordinances, policies and procedures.
2. Supervises Town employees and provides administrative direction and general supervision to department heads under the control of the Board of Selectmen.
3. Insures the uniform application of personnel policies and performance evaluations.
4. Receives, investigates and responds to citizen complaints, seeks to resolve issues successfully, with guidance from the Board of Selectmen.
5. Supervises the preparation of all budgets, reviews budget requests and makes appropriate changes before presentation to the Board of Selectmen and Budget Committee.
6. Oversees purchasing activities, preparation of bid documents and negotiates and administers contracts as requested and directed by the Board of Selectmen.
7. Ensures the adequacy of all types of insurance coverage including fire, casualty and liability insurance of all Town property and Town officials.

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8. Monitors federal and state funding for municipal programs and makes recommendations to the Board of Selectmen.
9. Prepares and oversees grant applications as directed by the Board of Selectmen.
10. Assists in establishing the agenda and assumes responsibility for accurate records of all Selectmen's meetings.
11. Attends all meetings of the Board, providing background information and recommendations on all pertinent matters.
12. Serves as liaison between the Board of Selectmen and other Boards, Committees, Commissions and Town Officials.
13. Serves as liaison between the Town and federal, state and other local government agencies.
14. Shall ensure that all of the municipal assessing, record keeping for property record, and functions relative to property taxation that are required by the NH Department of Revenue for the Town are performed. These include, but are not limited to warrants, current use, timber & gravel taxation, exemptions & credits, property conveyances, tax manifests, DRA Form MS-1, equalization, tax maps, compiling new construction pickups, preparing the annual report book, providing customer service for property assessment questions, etc. These tasks are performed together with the Town's Executive Assistant. In addition, the Town Administrator will provide oversight to the Town's contract assessor, be the liaison between the Board of Selectmen, the assessors, and the DRA, process abatement applications and any other clerical assessing functions as required by the Board of Selectmen.
15. Coordinates, with Town legal counsel, the preparation of the warrant for all special and annual Town meetings.
16. Consults with Town legal counsel on the preparation of various agreements, easements and other legal matters as determined necessary and/or directed by the Board of Selectmen.
17. Advises the Board of Selectmen on all matters affecting Town employees and volunteer personnel.
18. Coordinates the hiring, evaluation, promotion and discipline of employees.
19. Performs other related duties assigned by the Board of Selectmen.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Municipal Administration: including knowledge of:
 - Theories, principles and practices of municipal administration.
 - Local ordinances and relevant state and federal laws.
2. Fiscal Information: including knowledge of:

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- Modern personnel, finance, contract negotiations and purchasing practices and procedures.
 - Financial reporting and bookkeeping practices.
 - Budgeting procedures.
3. Personnel administration functions including skill in hiring, firing, promoting and training.
 4. Planning, organizing, analyzing, decision making and problem solving skills.
 5. Proficiency with technology, specifically skills using office equipment, including computer and calculator.

 6. Ability to delegate, coordinate, supervise and inspect the work of professional and technical personnel.
 7. Interpersonal relations skills including the ability to work effectively with all Town boards commissions, departments and committees.
 8. Public relations skills including the ability to maintain effective and cooperative relationships with other Town officials, employees and the general public.
 9. Oral and written communication skills including the ability to speak, write and communicate effectively.
 10. Analytical and problem solving skills including the ability to prepare comprehensive research studies, analyze problems prepare technical reports and formulate recommendations.
 11. Negotiating skills
 12. Ability to maintain confidentiality and demonstrate ethics, integrity and tact.

MINIMUM QUALIFICATIONS REQUIRED

Bachelor's degree in Public Administration, Business Administration, or related field plus two years administrative experience with financial and project management experience, preferably in a municipal setting; OR any equivalent combination of experience and education which demonstrates possession of the required knowledge, skills and abilities.

A background and / or previous experience with municipal assessing and property record functions are preferred.

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PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus. Required to sit for extended periods of time, stand frequently, use hands to finger, handle and feel objects or controls, reach with hands and arms, bend, and lift and/or move 25 pounds or less.